

## Single Detached Dwelling Permit Application

The purpose of this brochure is to explain to homeowners or their representatives the processes involved in applying for, and obtaining a Building Permit to construct a new or substantially renovate a *Single Detached Dwelling*. This package contains commonly required forms and documents that are required for a building permit application. Please review this package thoroughly, and ensure ALL required forms have been completed fully prior to applying for a building permit. This list is minimum requirements only. Please note that additional documentation may be requested.

**[\\*See below for a summary of the forms & documentation enclosed in this package\\*](#)**

### **Permit Application Checklist**

Please carefully review and complete this checklist to ensure you have all required documentation prior to application submission. Several of the required forms are provided in this package for your convenience.

### **Permit Application Form**

Please fill out completely, and ensure all information is accurate. Contractor, owner, and/or applicant email is required, for both contacting you during plan review and during the inspection process.

### **Site Service Design Requirements**

Please refer to the Checklist and drawing requirements in the attached bulletin. Ensure all required information is provided at time of application. This drawing MUST BE independent from the Site Plan.

### **Erosion & Sediment Control Submission – (Engineering and Public Works)**

As per the Erosion & Sediment Control (ESC) Bylaw, applicants must indicate what ESC facilities will be in place during construction. Please contact Engineering and Public Works for more information, 604-527-4592. ESC submission is required for all new construction.

### **BC Energy Compliance Report – (Pre-Construction)**

Step Code Energy Compliance Report, to be completed by a registered National Resources Canada Energy Advisor. This report will confirm that the proposed building meets the current requirements of the Building and Energy Codes.

### **Letter of Authorization**

A letter of authorization is required to be completed, and signed by **every person(s) on title**, or an authorized signing agent, if the owner is a corporation.

## Before You Start

HERITAGE CONSIDERATIONS	
Buildings over 50 years in age are subject to a Heritage review as part of the demolition permit process. However, the City does recommend that owners of these buildings consult the Planning Division prior to the Demolition Permit Application, to inquire what additional options are available to the development of the site, while retaining heritage structures.	
In what year was the building built?	
Does the property have Heritage status? ( <i>Registered, Designated, Inventory, Covenant, HRA</i> )	Y / N
Is the property located in a Conservation Area? ( <i>Queen's Park</i> )	Y / N
Have you discussed with the Planning Department?	Y / N

LANEWAY AND CARRIAGE HOUSES	
Laneway and carriage houses must meet development permit guidelines, zoning regulations and Building Code regulations. The development permit guidelines provide direction for the form and character (the look) of the building as well as topics such as lighting, landscaping and energy efficiency. The Zoning Bylaw includes regulations for density, height, and parking in districts where laneway and carriage houses are permitted. Both laneway and carriage houses are referred to as "detached accessory dwelling units" in the City's Zoning Bylaw.	
<b>A Development Permit is required prior to applying for a Building Permit.</b>	
If you are considering building a laneway or carriage house:	
<ul style="list-style-type: none"> <li>Contact the Planning Division and confirm that the zoning on your property allows a laneway or carriage house.</li> <li>Before you move forward with hiring any professionals or making an application, book an appointment for a pre-application meeting with the Planning Division</li> </ul>	

In addition to this package there is additional information located on our website

<https://www.newwestcity.ca/planning-building-and-development>

Laneway and Carriage Houses <https://www.newwestcity.ca/housing/laneway-and-carriage-houses>

Secondary Suites <https://www.newwestcity.ca/secondary-suites>

Heritage <https://www.newwestcity.ca/heritage>

### Prior to Permit Application

The following permits, if required, must be applied for prior to Building Permit application;

- Fill Permit
- Subdivision Permit
- Development Permit (must be issued prior to application for Building Permit)
- Demolition Permit (may be applied for at the same time as Building Permit)
- Tree Permit Application (may be applied for at the same time as Building Permit)
  - Apply online at <https://www.newwestcity.ca/services/trees/tree-permits>
  - Should you have any questions regarding the tree permit application process please contact the Tree Bylaw Division directly at [treebylaw@newwestcity.ca](mailto:treebylaw@newwestcity.ca) or 604-636-4318.

## Detached Dwelling- Permit Application Checklist

Please complete ALL sections of the Permit Application Checklist and ensure you have all required documents.  
**Incomplete Applications Will Not Be Accepted.**

Project Address: \_\_\_\_\_

### STEP 1 - Permit Application

The following documentation is required at the time of permit application. Should you have any questions regarding whether a document listed in this checklist is required for your particular project, please contact the Building Division at [bldapps@newwestcity.ca](mailto:bldapps@newwestcity.ca) or 604-527-4580.

REQUIRED DOCUMENTATION – INITIAL SUBMISSION						
Method of Payment (application fee <b>must be paid</b> at time of application)	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit			
	Required	Submitted	Not Req'd			
	* items required for ALL applications					
Permit Application Form	*					
Letter of Authorization ( <i>Signed by every Person on Title</i> )	*					
Title Search ( <i>no older than 30 days old – obtain from BCLTSA office</i> )	*					
Photographs of Existing House ( <i>Only for renovations affecting the exterior</i> )						
Are you aware of any easement or right-of-way's which are on Title		<input type="checkbox"/> YES	<input type="checkbox"/> NO			
<b>Topographical Survey</b> ( <i>no older than 6 months</i> )						
<ul style="list-style-type: none"> <li><b>Same measurement units as Design Drawings</b></li> <li><b>Must be hard copy original sealed or pdf copy digital sealed</b></li> </ul>						
Posting Plan ( <i>Must be registered at BCLTSA</i> ) ( <i>For new construction</i> )						
Site Service Drawing ( <i>For new construction</i> ) [Provide a separate drawing from the Site Plan]						
<ul style="list-style-type: none"> <li><b>Refer to "Site Service Design Requirements" for further information</b></li> </ul>						
Erosion & Sedimentation Control (ESC) Submission Form						
BC Energy Compliance Report – Pre-Construction ( <i>For new construction</i> ) <i>Note – ALL units must be in metric</i>						
Design / Architectural Drawings	*					
<ul style="list-style-type: none"> <li><b>See drawing requirements</b></li> <li><b>Same measurement units as Topographical Survey</b></li> </ul>						
BC Energy Code Step Level (proposed)	Step (please circle)	1	2	3	4	5
Heating Type	<input type="checkbox"/> Forced Air <input type="checkbox"/> Hot Water <input type="checkbox"/> In/Under Slab <input type="checkbox"/> Heat Pump					
Heating Fuel	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Geothermal (P. Eng required) <input type="checkbox"/> Other					
Energy Efficiency of mechanical systems identified on plans?	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
Ventilation Rating identified on plans?	<input type="checkbox"/> YES		<input type="checkbox"/> NO			
Will the building be sprinklered? ( <i>note: sprinklers are required for Duplexes</i> )	<input type="checkbox"/> YES		<input type="checkbox"/> NO			

### SURVEY PLAN REQUIREMENTS

A legal survey is required to establish compliance with zoning, building and environmental requirements as well as to identify charges against property that may impact the permit process.

All survey plans:

- Must be sealed, signed and dated by a BC Land Surveyor (BCLS)
- Must use the Geodetic Datum
- All Survey units of measurement must be consistent with permit drawings. (Metric with Metric, Imperial with Imperial)
- Must include legal description and civic address of the property.
- The originating benchmark must be referenced on the topographical survey.

### POSTING PLAN *(must be registered at Land Title Office)*

This plan is required for all building permit applications for new construction and for other projects at Building Divisions discretion. Submitted Posting Plans must include the Land Title Office registration number.

### TOPOGRAPHICAL SURVEY PLAN

The topographical survey plan shall not be more than 6 months old and shall use the existing original grades.

**Manipulation of grades by filling or excavating is not acceptable.**

The following information shall be shown and located on the topographical survey plan:	Included
Encroachments (e.g., retaining walls), easements, rights-of-way, watercourses (including top of bank information), ditches, ravines, power poles, anchor lines, fire hydrants, kiosks, lamp poles, bus stop and other similar fixed objects on or adjacent to property or on boulevard or lane.	
Indicate existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals.	
Lot dimensions and lot area as determined by field survey, posts or monuments, defining all angle points of subject lot or lots. This information should match that on the posting plan.	
Corner elevations of property. If a retaining wall is located on property corner, please indicate both top and bottom of wall elevations.	
Indicate front yard setback of the two adjacent sites on each side of the proposed building(s) as well as setbacks (based on Zoning & Development Bylaw Requirements)	
Indicate front and rear yard depth at each corner of the house (especially important where site dimensions are irregular)	
Topographical elevations of adjacent properties to 3 meters from adjoining property line.	
Show footprint of all existing structures on property.	
Indicate slab, sill, and roof height, and exterior corner elevations of existing principal structure	
Locate nearest fire hydrant.	
Locate <b>all</b> trees on <i>subject property, adjacent properties and city property</i> . Include tree diameter, dripline and species. Any shared hedges must also be shown on survey.	
Location of manholes including rims & inverts, catch basins, open channels, culverts, upstream and downstream of subject property	
Locations and inverts of existing and proposed sewer connections at property line (to determine sewer depth and MBE) <b>**Site servicing design for storm and sanitary services (plan and profiles) signed and sealed by a Professional Engineer. (Please note that there is 1 ½" of difference with the required backwater valve)**</b>	
Locations and grades of existing and proposed driveway and/or culvert crossings	
Show spot elevations around the perimeter of the site and at a minimum of 3 metre (10'0") onto adjacent property.	
<ul style="list-style-type: none"> <li>• Show spot elevations for significant elevation changes on site (greater than 1' - 0").</li> <li>• <b>If elevation changes of more than 10' in total length of property, contour lines at 1' intervals to be shown</b></li> <li>• Set a temporary benchmark on site.</li> <li>• Spot elevations at the building envelope are not required.</li> </ul>	
Show spot elevations along both sides of driveways (proposed or existing) at property lines, curb, ditch or swale and road centerline.	

## DESIGN DRAWING REQUIREMENTS

### Please note the following:

- Please leave an adequate amount of blank space on your drawings for plan reviewer / inspectors notes.
- Should any revisions to the drawing be necessary, the applicant must submit two (2) full size copies of every page that are affected by the change. Any Professionals who sealed the original drawing must do so for any revised page submitted.
- It is the Permit Holders responsibility to ensure City copies of the plans are up to date.
- Exterior dimensions are to be rounded to the nearest 1/8 inch.
- Single line drawings are acceptable for site plans only.
- Should you be unsure of anything, contact the Building Division for guidance.
- All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage.
- **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.**
- Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout the entire application in one standard only.
- 

REQUIRED DRAWINGS (pdf or 2 copies, 24"x36" pages + 1 copy 11"x17")		Designer Check	Office Check	Not Applicable
<b>1<sup>st</sup> Page</b> <b>Site Plan</b> Min. Scale: 1:100 or 1/8"=1'-0"  <b>Do Not include Site Service information on this drawing</b> (provide separate Site Service drawing)	north arrow ( both true north & project north)			
	street name(s) & address shown			
	all dimensions of property & setback shown			
	right-of-way's and easements (shown in dashed)			
	ditch locations and inverts			
	natural & finished geodetic grades (corner of Bldg.)			
	datum determination points shown (4 corners of lot)			
	all floor/eave/ridge geodetic elevation			
	retaining walls – proposed elevation top and bottom			
	location of existing & proposed driveway letdowns			
	finish elev. of sidewalks & driveway (at 5' intervals and at each landing)			
	stairs, decks, light wells, projections			
	driveway & parking location			
	landscape & ground covering (sod, asphalt etc.)			
	trees & tree protection barrier & replacement trees			
fences				
landscaping of City boulevards				
<b>BC Energy Step Code</b>	Include summary of design criteria on plans. <i>Note: Step Code documents (energy modelling) must be based on drawings. Construction must follow drawings.</i>			
<b>Zoning Statistics Table</b>	site area, site coverages, building area, floor area of each level, sec. suite area, etc.			

<b>2<sup>nd</sup> Page</b>		Designer Check	Office Check	Not Applicable
<b>2 Cross-Sections</b> (lengthwise and width- wise)  Min. Scale: 1:50 or 1/4"=1'-0"	one section drawing is to cut through the internal set of stairs			
	geodetic elevations of finished exterior grade			
	floors/eave/ridge geodetic elev.			
	rooms labelled			
	clear height shown for rooms an stairs			
	construction & finish details (ex. Wall and floor types)			
	fire separation walls (for sec. suite or duplex)			
	location of air barrier (bold or coloured line)			
solar hot water ready conduits				

<b>3<sup>rd</sup> Page</b>		Designer Check	Office Check	Not Applicable
<b>Floor Plans</b> Min. Scale: 1:50 or 1/4"=1'-0"	structural framing indicated			
	foundations indicated			
	Basement / Cellar FSR calculation shown			
	cross-section lines			
	room use and size			
	doors, windows, stairs dimensioned			
	Plumbing fixtures			
	fire separations walls (for sec. suite or duplex)			
	solar hot water ready – structural design, conduit location & proposed roof panel location			

<b>4<sup>th</sup> Page</b>		Designer Check	Office Check	Not Applicable
<b>Construction Details</b> Min. Scale: 1:20 or 1/2" = 1'-0"	floor, ceiling, roof and wall assemblies			
	insulation/ air barrier details			
	thermal insulation calculations (RSI values)			
	fire separations (for sec. suite or duplex)			
	window & door specifications			

<b>5<sup>th</sup> Page</b>		Designer Check	Office Check	Not Applicable
<b>Elevations</b> Min. Scale: 1:50 or 1/4"=1'-0"	natural & finished geodetic grades			
	spatial separation calculation			
	building height calculation shown			
	line of existing grade, shown on each elevation			
	on each elevation show geodetic elevations of floors/eave/ridge			
exterior stairwells (shown in dashed)				

<b>6<sup>th</sup> Page</b>		Designer Check	Office Check	Not Applicable
<b>Plumbing Plans</b> Min. Scale: 1:100 or 1/8" – 1'0"	floor plans showing location of all plumbing fixtures			
	Isometric drawing			

<b>7<sup>th</sup> Page</b> <b>Site Service Drawing</b> (Site Plan) Min. Scale: 1:100 or 1/8"=1'-0"		<b>Designer Check</b>	<b>Office Check</b>	<b>Not Applicable</b>
	North arrow ( true north & project north)	✓		
	Full lot footprint showing legal dimension on each side	✓		
	Streets (with name) & lanes shown	✓		
	Easements and Statutory Rights-of-Way	✓		
<b>Do Not combine with Site Plan</b>	Location of proposed buildings & buildings to remain on site with setbacks shown	✓		
	Geodetic Datum <ul style="list-style-type: none"> <li>• Existing &amp; proposed elevations at property corners</li> <li>• Existing &amp; proposes elevations at building corners</li> <li>• Elevation of lowest floor</li> </ul>	✓		
	Driveway & Lane Tie-in (existing & proposed) <ul style="list-style-type: none"> <li>• Offset and width from property line</li> <li>• Parking location on-site</li> </ul>	✓		
	Finish elev. of sidewalks & driveway	✓		
	Ditch locations and inverts	✓		
	Retaining walls - top and bottom elev.	✓		
	Location of trees & tree protection barrier	✓		
	Landscape & ground covering (sod, asphalt etc.)	✓		
	Locations and offsets from property lines for all connections, existing and/or proposed, including size and invert, at connection point of all connections intended to be used or installed	✓		
	Proposed storm and sanitary service location and invert at building foundation	✓		
	Other Utilities – proposed offset from property line ( <i>Electrical, Natural Gas, Telecommunications, Cable, etc.</i> )	✓		
	Path of utilities through property, from property line to building (From property connection to foundation of building)	✓		
	Rim elevation and invert of sanitary and storm inspection chambers – existing and proposed	✓		
	Rim and invert elevations of any existing manholes within construction area	✓		
	Rim and invert elevations of upstream & downstream sanitary manholes	✓		

After the City receives all above documentation, each Division will conduct their own reviews, after which the applicant will be notified of any outstanding issues. Once the respective Divisions provide approval of their portion of the application, the applicant may proceed to **Step 3**.

**\*\*NOTE: THIS IS NOT AN EXHAUSTIVE LISTING OF ALL BYLAW AND BUILDING CODE REQUIREMENTS. ADDITIONAL INFORMATION MAY BE REQUIRED. \*\***

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

### STEP 3 - Follow-Up Submission

The plan review will request the following documentation after the initial application submission, in order to obtain zoning and preliminary code approval prior to printing full size copies of sealed engineer drawings.

REQUIRED DOCUMENTATION – FOLLOW-UP SUBMISSION	Required	Submitted	Not Req'd
<a href="#">BC Housing New Home Registration Form</a> (HPO) <i>(New construction or substantial re-construction, submitting at time of issuance acceptable)</i>			
Slope Stability Analysis & Appendix D ( <i>only if lot slope &gt; 5%</i> )			
Site Drainage Plan ( <i>only if lot slope &gt; 5%</i> )			
Sealed Structural Drawings – 2 copies originally signed and sealed <i>(Drawings to include current code edition, and soil bearing capacity)</i>			
Schedule B signed & sealed by Registered Professional			
Registered Professional Liability Insurance			
Truss Layout & Typical Truss Detail			
Energy Model, prepared by <a href="#">Energy Advisor</a> ( <i>New Construction only</i> )			
EnerGuide Homeowner Information Sheet			

The following documentation may be required when building in the Queensborough neighbourhood (the portion of the City on Lulu Island). Should you need further information, or wish to enquire if a particular document is required for your proposed project, please contact the Building Division.

CONSTRUCTION IN QUEENSBOROUGH	Required	Submitted	Not Req'd
Queensborough Development Permit	<i>To be completed by Building Clerk</i>		
Subsidence Covenant - 3 copies ( <i>blank templates can be provided by Building Staff</i> )			
Geotechnical Engineer Report			
Geotech Report Summary ( <i>Schedule "A"</i> ) – 3 copies			
Schedule B signed & sealed by Registered Professional			
Registered Professional Liability Insurance			
Lot Grading Plan w/ Length and Width Cross-Section of Property			
Contractor Liability Insurance (\$3,000,000 , <i>submitting at time of issuance acceptable</i> )			
Pile Foundation Plan ( <i>sealed by Registered Professional</i> )			
Methane Venting Plan ( <i>sealed by Registered Professional</i> )			

SUBMITTED LETTERS OF ASSURANCE – (“Schedule B’s”)	
	Enter name of Registered Professional
Structural:	
Architectural:	
Geotechnical:	
Other:	
Other:	

Notes:

---



---

# Application Form

To help expedite submission of your application, please fill out **ALL** fields related to your project prior to submission.

**JOB/PROJECT ADDRESS** (Please ensure the correct and complete addressing is provided. Complete this section carefully)

Street: \_\_\_\_\_ Number: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

The person signing the application form **must** complete this area. It is recommended that the owner of the property applies for and picks up the Building Permit.

Applicant Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Business License Number: \_\_\_\_\_

You are the following  
 (Please check one):

Property Owner   
 Register Professional   
 Agent for Owner   
 Agent for Tenant   
 Tenant   
 Design Professional   
 Contractor

**Check applicable boxes** (tick all that are applicable)

Construct a new building <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multi Family <input type="checkbox"/> Accessory Building	Demolish <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multi Family <input type="checkbox"/> Heritage Building <input type="checkbox"/> Accessory Building	Move building from another site <input type="checkbox"/>
Alterations to the Exterior <input type="checkbox"/>	Construct partial – framing, etc <input type="checkbox"/>	Move building on the same site <input type="checkbox"/>
Alterations to the Interior <input type="checkbox"/>	Change of use <input type="checkbox"/>	Install a pool <input type="checkbox"/>
Alterations to legalize a suite <input type="checkbox"/>	Add to an existing building <input type="checkbox"/>	Upgrade seismic <input type="checkbox"/>
Alter Hertiage Building <input type="checkbox"/>	Add to a building and alter the existing portion <input type="checkbox"/>	Upgrade sprinkler <input type="checkbox"/>
Building Envelope Repair <input type="checkbox"/>	Prefabricated structure placed on site <input type="checkbox"/>	Fire Damage Repair <input type="checkbox"/>

Project Description: \_\_\_\_\_  
\_\_\_\_\_What is the construction value of the work proposed?  
(Include cost of plans, material and labour and provide separate values for each detached building)

\$ \_\_\_\_\_

Will any of the following be altered/repaired/installed?

Plumbing  Sprinkler  Outside Services  Hydronic Heating Please be aware that a [separate application](#) for the above permits will need to be applied for by the contractor.Electrical  Gas Please contact [Technical Safety BC](#) for permit applicationsCOMPLETE THE FOLLOWING FOR [ALL](#) APPLICATIONSProperty Owner Name 1: \_\_\_\_\_Property Owner Name 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is the owner aware of this application?  Yes  No

Contractor/Builder's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registered Professional / Designer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Job/Inspections Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

As owner or owner's agent, I have verified that the information contained within this document and associated applications and plans is correct, and describes a use, a building or work, which complies with all relevant by-laws and statutes. I understand that personal information contained in this form will not be released to the public except as required by law; however all associated applications and plans will be made publicly available during the development or building application process. I acknowledge that responsibility for by-law compliance rests with the owner and the owner's employees, agents and contractors. I will indemnify and save harmless the City of New Westminster, it's officials, employees and agents all claims, liabilities and expenses of every kind, in respect to anything done or not done pursuant to this application or fact sheet or ensuing permit, including negligence and/or the failure to observe all by-laws, acts or regulations.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspections of the work at certain stages in the work. The failure of the owner to call for such inspections is an offence under the Bylaw. The Building Official shall not be responsible for any inspection not called for or damages, direct or indirect rising from such failure.

The person signing this application form, if not the owner, acknowledges that the undersigned is an agent for the owner and that they are authorized to bind the owner who is deemed to know of and understand the contents of this form.

Signature of Applicant: \_\_\_\_\_

(By Signing, I am acknowledging the above waiver)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Erosion & Sediment Control (ESC) Submission Form for Single Detached / Duplex Residential Development

In Accordance with the Erosion and Sediment Control Bylaw, No. 7754, 2016  
This form is a submission requirement for a Building Permit Application for single detached/duplex residential development. Failure to submit a completed form will result in the Building Permit Application being rejected.

Owner/Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Size of Developable Area (approximate square footage): \_\_\_\_\_

Expected start date: \_\_\_\_\_ Expected finish date: \_\_\_\_\_

Significant Ground Disturbance expected:      Yes       No

The following ESC Facilities must be implemented for all Single Detached and Duplex Developments, but it is the Owner's/ Developer's responsibility to include any additional ESC Facilities as necessary to ensure compliance with the City's ESC Bylaw.

Check the boxes related to ESC Facilities that will be included:

- Gutters and downspouts
- Access/egress controls (eg. gravel access pad)
- Perimeter sediment control measures (eg. silt fence, ditch protection)
- Temporary drainage swale and pump
- Storm inlet protection (eg. catch basin, silt traps/socks, "dandy bags")
- Paved surfaces sweeping/maintenance
- Other \_\_\_\_\_

Please turn page  
over to view  
ESC  
facilities  
typically used on  
construction  
site

### Builder Signoff for Small Lot Developments

I (Developer/Owner) \_\_\_\_\_ hereby declare that the information included in this form is correct and true. At a minimum, I commit to install and maintain the ESC Facilities as identified in the above checklist. I have read and understand the provisions of the Bylaw, and I will abide by all applicable provisions of said Bylaw.

Dated: \_\_\_\_\_

Signature of Developer/Owner or Duly Authorized Agent: \_\_\_\_\_

Office Use Only  
Issued by the City on \_\_\_\_\_ by \_\_\_\_\_ Permit No. \_\_\_\_\_

## ESC facilities or best management practices typically used on single family residential lot construction sites

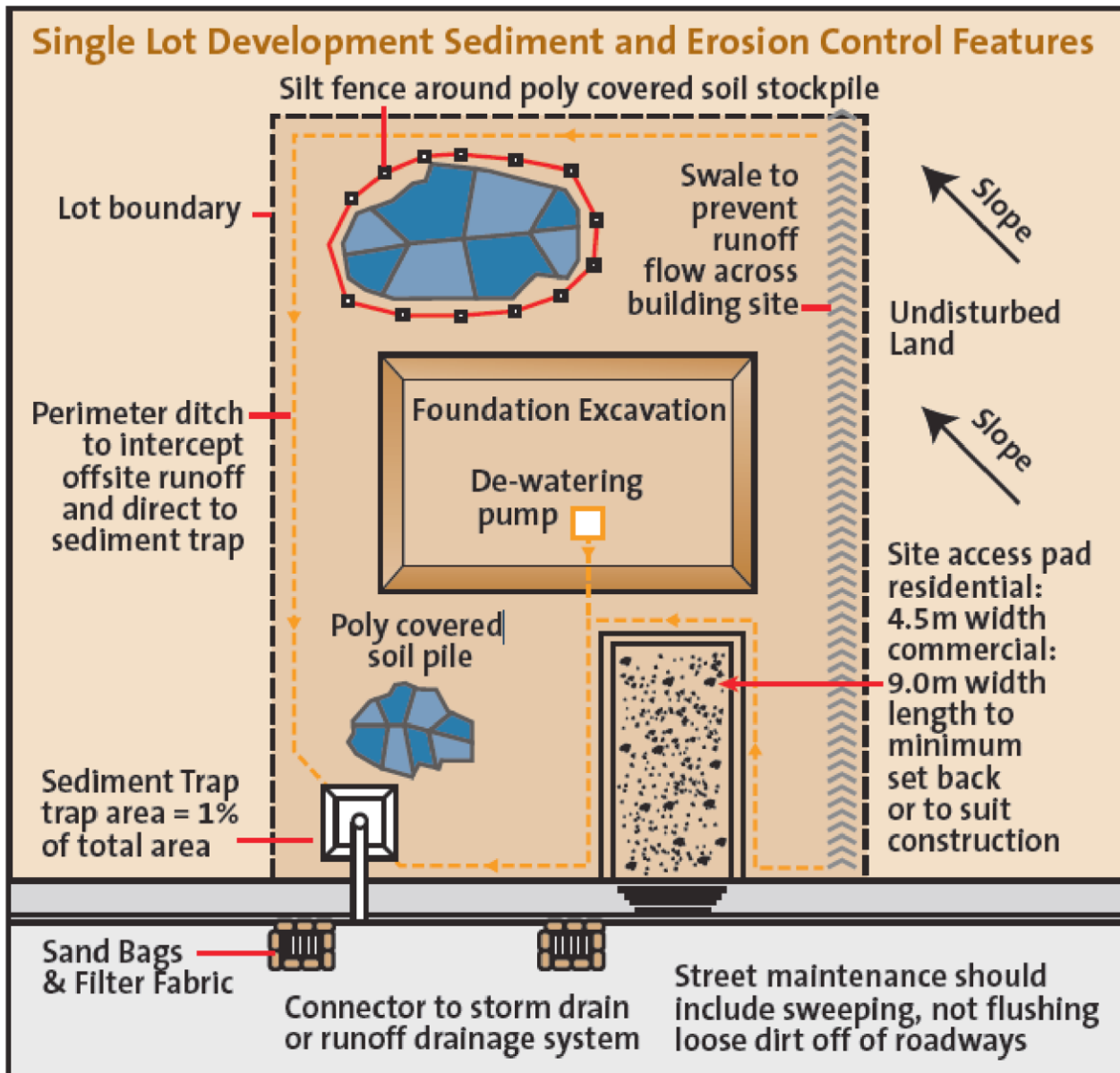


Diagram courtesy of the City of Coquitlam. Last Revised April 2016

# Letter of Authorization

Property Address(es): \_\_\_\_\_

Legal Description: \_\_\_\_\_

I/we are the **owner(s)**, identified on a current Land Title Certificate, of the above referenced property and hereby authorize:

**Authorization Provided To Agent(s):**

Name: \_\_\_\_\_  
Please print

Address: \_\_\_\_\_

Tel No.1: \_\_\_\_\_ Tel No.2: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please check  where applicable. To represent myself/us in an application for:

- |  |  |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment;                              | <input type="checkbox"/> Tree Permit;                            |
| <input type="checkbox"/> Rezoning;   | <input type="checkbox"/> Subdivision;                            |
| <input type="checkbox"/> Heritage Revitalization Agreement / Heritage Alteration Permit; | <input type="checkbox"/> Fill Permit;                            |
| <input type="checkbox"/> Development Permit / Special Development Permit;                | <input type="checkbox"/> Demolition Permit;                      |
| <input type="checkbox"/> Temporary Use Permit;   | <input type="checkbox"/> Building Permit;                        |
| <input type="checkbox"/> Development Variance Permit;                                    | <input type="checkbox"/> Subtrade Permit;                        |
| <input type="checkbox"/> Board of Variance;  | <input type="checkbox"/> Building Permit Plans (Archive Copies); |
|  | <input type="checkbox"/> Address Change Request;                 |
|  | <input type="checkbox"/> All Choices                             |

**ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):**

- If more than three (3) owners, please submit a separate letter.
- If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.

print	signature	date
print	signature	date
print	signature	date

- Is the subject property or properties designated under the Strata Property Act? If yes, then a resolution and/or minutes must be provided acknowledging receipt of the proposed application.

Date: \_\_\_\_\_

Signature of Agent(s): \_\_\_\_\_

## Consent of Strata

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the *Strata Property Act*:

“Common Property” means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and  
(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

“Limited Common Property” means common property designated for the exclusive use of the owners of one or more strata lots.

---

I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- Release of archived copies of building plans related to the Property
- Work that will alter Limited Common Property adjacent to Unit Number \_\_\_\_\_
- Work in Unit Number \_\_\_\_\_ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

---

---

---

---

---

---

### Strata Council Member

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Cellular: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_